

Syracuse Behavioral Healthcare Job Posting



Position: Billing and Medical Records Specialist

Starting Date: February 2010

Qualifications: High School Graduate/Equivalency, but Associates preferred
Excellent verbal and written communication skills
Advanced knowledge of Medicaid & 3rd Party claim procedures
Proficiency with basic computer applications including Microsoft Office
Ability to relate effectively with staff, clients, internal & external community agencies
Strong clerical skills
Ability to work independently and demonstrate excellent decision-making

Job Description:

A Billing and Medical Records Specialist position with Syracuse Behavioral Healthcare means you are an integral part of the financial team and play an important role in the success of our business and our clients' recovery. In this environment team members actively work with clients, internal staff and external community agencies and organizations. Team members represent the agency to the community and participate in operational administrative review and continued training in Medicaid and billing systems. This team ensures continual quality improvement in the financial and billing process.

If you are interested in applying for this opportunity

To be eligible for consideration, please submit an updated SBH Employment Application, resume and letter of interest.

The SBH Employment Application can be found at www.sbh.org.

- EMAIL: hr1@sbh.org
- MAIL: SBH, 770 James Street, suite 141, Syracuse, NY 13203
- FAX: SBH/HR (315)474-1554

SBH is an equal opportunity employer.